

Subject: Requests for Facilities Management Services (RFMS)

Special Services, Maintenance, Minor Alterations, Lease Requests, Campus
Projects and Capital Projects

Responsible Administrative Unit:

Facilities Management (FM), consisting of the following:

Department of Architecture, Engineering & Construction (AEC)
Department of Building and Landscape Services (B&LS)
Department of Facilities Planning (FP)
Department of Operations and Maintenance (O&M)
Office of Facilities Administration (OFA)

Applicable Form: Request for Facilities Management Services
[Available at www.facilities.umd.edu/RFMS]

A. PURPOSE This statement is provided to all units/departments as a guideline to the policies and proper procedures for requesting the services of FM. These services include the following: Special Services, Maintenance, Minor Alterations, Lease Requests, Campus Projects and Capital Projects.

B. POLICY

1. FM has been charged with the responsibility for management of campus facilities. FM maintains a complete inventory on the assignment and utilization of all interior spaces. Periodic reports are made to the State and Federal governments on space utilization as classified by different functional categories (e.g., classroom, laboratory, office, etc.) and conditions of facilities. Periodic audits are conducted to determine the validity of these reports.

2. Divisions and colleges are generally expected to accommodate facilities needs within the space that is assigned to the division/college. Requests for additional space must follow the procedures for lease requests or capital projects.

3. Departments are not authorized to make the following modifications to existing buildings (e.g., architectural modifications, heating, ventilation and air conditioning systems, electrical systems, plumbing systems, etc.) or equipment (e.g., fume hoods, audio visual, etc.) that impact the building systems without the prior review and approval of the proposed modification by FM and other appropriate approval authorities. (Note: Carpet installation/replacement can be purchased directly through the Department of Procurement and Supply (DPS) x55831.)

4. Requests for services from FM must be submitted through the review and approval chain on a Request for Facilities Management Services form. Note: Maintenance items and/or operations problems of an emergency nature may be requested over the telephone by calling Work Control (x52222). Requests for services must be funded by the requesting department or funded by central university funds approved by the Facilities Council or the Facilities Improvement Subcommittee.

5. Projects funded by the requesting department in space assigned to them may be

approved by FM contingent upon customer and VP review and approval of the project scope, budget and schedule. No dollar limit is placed on this delegated authority, but Facilities Council review may be requested at the discretion of the Director of FP.

6. All requests, which seek partial funding from central university funds for campus projects, must be accompanied by a detailed budget prepared by FP for which there is a charge of \$500.
7. Due to the limitations of the central university funds, project cost sharing is encouraged. The general cost sharing guideline for campus projects funding requests is that the customer provides one half of the amount with the university contributing one half, if the project is approved. Adjustments to this guideline may be made in the funding recommendation to accommodate the financial situations of the requesting department.
8. Any funding required over the approved authorization must be borne by the responsible school/college/division.
9. The Facilities Council (FC) oversees - at a high level - the use, maintenance, upgrade, and planning for the university's facilities. The Council decides upon major space reassignments, allocation of funds for new buildings and major renovation projects, prioritization of capital construction and renovation projects,

and oversees the short-term and long-term facilities planning, including the campus Facilities Master Plan. The Council approves program statements and design concept plans for all university facilities. The Facilities Council meets once a month. All projects that require Facilities Council approval are routed from FP to the Facilities Council. Facilities Council approval is required for projects under the following circumstances:

- budgeted to cost more than \$100,000 for which the department is requesting partial funding;
- budgeted to cost more than \$100,000 and involve a change in space utilization, assignment or configuration that crosses divisional lines i.e., between one Vice President and another, or space assigned to the university (e.g., classrooms, mechanical rooms, hallways, etc.); and/or
- that involve the lease or purchase of space (e.g., off-campus lease space, trailers or modular buildings); and
- involving major policy issues.

10. The Facilities Advisory Committee (FAC) advises the Facilities Council regarding projects to be included in the university's facilities budgets. FAC is informed of site selection issues for new facilities. With input from FM, FAC reviews and makes priority recommendations to the Facilities Council for annual facilities project submissions from the colleges/schools/divisions for projects to be included in the capital budget programs, including the:

- Capital Improvement Program (CIP)
- System Funded Construction Program (SFCP)
- Access Maryland Program (AMP)
- Access UM Program
- Occupational Safety and Health Administration (OSHA) Program
- Various environmental programs (asbestos, chlorofluorocarbons, etc.)

Recommendations for these capital budget programs are developed during the fall semester.

FAC also reviews and makes priority recommendations for the annual facilities project submissions from the colleges/schools/divisions for projects to be funded from central university funds including the:

- Facilities Renewal Program (FRP)
- Facilities Council Program (Central Funds).

Recommendations for use of central university funds are developed during the spring semester.

All project submissions that request partial funding require a detailed project

budget to be provided by FP. All funding requests over \$100,000 are to be reviewed by FAC which makes recommendations to the Facilities Council on projects to be included in the annual capital budget programs. The Facilities Council approves all projects to be included in these annual capital budget programs. Funding approval by the University System of Maryland Board of Regents (for SFCP) and/or the Maryland State Legislature (for CIP, FRP, AMP and the environmental programs) is required before proceeding with implementation. FP provides staff support for FAC and Facilities Council.

11. All projects that require Facilities Improvement Sub-Committee (FIS) approval are routed from FP to FIS. FIS meets as needed to quickly address project requests. FIS approval is required for projects under the following circumstances:
 - budgeted at \$100,000 or less for which the department is requesting partial funding;
 - budgeted at \$100,000 or less and involve a change in space utilization, assignment or configuration that crosses divisional lines i.e., between one Vice President and another, or space assigned to the university (e.g., classrooms, mechanical rooms, hallways, etc.);
 - that involve the siting of satellite dishes and antennas.

12. The Teaching Facilities Committee (TFC) advises the Facilities Council and the Provost on all teaching related facilities issues. An annual call will be made by TFC to the Deans requesting suggestions for classroom improvement projects.

All requests for changes to teaching facilities and facilities actions that may affect teaching facilities must be reviewed by TFC. A representative of the TFC will be involved at all stages of the project.

13. The UM Architectural Design Standards Board (ADSB) is the group charged to develop design guidelines and standards for architecture and the landscape and to assist in the development of a UM Architectural Review Board. The ADSB also is charged to assure the aesthetic quality and design coherence for the campus as well as to review design of new facilities and renovation projects until the Architectural Review Board is established. The major focus of the ADSB is on new construction and renovation/renewal projects that will result in a visible change to the exterior campus environment. The ADSB meets as needed and reports to the Facilities Council through the Assistant Vice President for Facilities Management.
14. Major Building Committees are established for capital projects and include representatives from the occupants of the new or renovated facility as well as representatives who will address broader land use development and open space issues for the university.

PROCEDURES

1. Customer completes a Request for Facilities Management Services (RFMS) form and

submits it to Work Control. A Financial Record System (FRS) number is required for processing the form. *Note:* If a form is not submitted by the requestor, the first point of contact in FM will provide assistance to the customer to complete a RFMS form and forward to Work Control.

2. All emergency service items are directed to Work Control via a phone call.
3. All incoming requests are reviewed by a Work Control staff member who assigns a number, enters the item in the database, then routes the item to either AEC, B&LS, FP or O&M according to the type of service requested.
4. Specific procedures follow for each of the six services provided by FM.

a. Special Services

<p>Special services include requests for assistance to support special events.</p>

Examples include: extra cleaning services, set up of tables and chairs, providing electrical power, supplying microphone/speakers/podium and other equipment, moving units, and assistance with packing for moves.

The cost of providing these services must be paid by the requesting department.

These requests are routed directly to B&LS or O&M by Work Control.

b. Maintenance

Maintenance is the recurrent, day to day, periodic or scheduled work required to preserve or restore a facility to such condition that it can effectively be used for its designated purpose.

Examples of maintenance work that might be requested by building occupants include: broken doors, water coming into facility from a leaking pipe, roof or ground seepage, toilet backup, no heat, no air conditioning or improper functioning of the heat or air conditioning.

The university funds maintenance of facilities occupied by state-supported units. Auxiliary units (i.e., Intercollegiate Athletics, Dining Services, Residential Facilities, Campus Recreation Services, etc.) are responsible to provide funding for the maintenance of facilities they occupy. B&LS and O&M have separate agreements with each auxiliary unit and maintenance is performed by B&LS and O&M as a reimbursable cost.

These services may be called in to Work Control (x52222) if they are of an emergency nature. There is no charge to state-supported units for these services. These requests are routed directly to B&LS or O&M by Work Control.

c. Minor Alteration

A minor alteration is defined as work in a facility that is beyond maintaining an existing building component. For this type of work, there is no space use change and no design services required. This type of work is intended to move quickly (“fast track”) into implementation.

Examples of minor alterations include: making/installing signs (room number and name plates), bulletin boards, shelves, counters, replacing window air conditioning units, fans, mail boxes, show cases, electric outlets, switches, lighting fixtures, carpet or moveable equipment, completing repairs to departmental furniture, unscheduled room painting, making multiple keys, lock core changes, lock function changes, installing padlocks or other security devices/systems, and small modification projects determined by O&M to be able to be performed by the In-house Construction unit. Work is performed by B&LS or O&M as a reimbursable cost.

These requests are routed directly to B&LS or O&M by Work Control.

d. Lease Requests

Lease requests are for additional space requirements that can be located in rental facilities off campus.

A university unit requiring space must first obtain signatures from the respective

Dean and Vice President indicating that no space is available in the college/division to satisfy the requirement.

The RFMS is then forwarded to the Director of FP. In the request, the unit should identify the source of funding for the monthly lease payments for the term of the required lease and the associated one-time moving, tenant improvement, brokerage and related transaction costs if the unit will provide funding. If funds are being requested from the university, the unit should identify the request on the RFMS.

If FP determines that there is no on-campus space available, FP will advise the Vice President for Administrative Affairs who will gather the latest leasing market information for off-campus space. The off-campus space need will be forwarded to the Facilities Council for approval. The Council will authorize a fund source and an estimated funding amount and the designee of the Vice President for Administrative Affairs will work with the prospective tenant to lease the most suitable off-campus space at market rates.

The designee of the Vice President for Administrative Affairs will negotiate lease terms with the prospective landlord. Any brokerage and advisory fees, tenant fit-up, moving and other related transaction expenses will be included in the rental cost estimate for each lease presented to Facilities Council for approval and will be charged back to the authorized fund source.

The UM Office of Legal Affairs (OLA), will document the transaction terms in the lease, obtain the landlord's and the President's signatures prior to execution by the Vice President of Administrative Affairs, or its designee. Certain leases will also require the Office of the Attorney General and Board of Regents (BOR) review and approval prior to execution by the President and/or the University System of Maryland Chancellor. OLA will obtain the necessary approvals.

Upon full execution of the lease, OLA will retain the original and the Office of the Vice President for Administrative Affairs will update the UM Rent Roll.

The unit as tenant will receive monthly invoices for rent and other charges under the lease and shall ensure that they are paid in a timely manner.

e. Campus Projects

Campus projects are facility improvements or new construction projects that cost under \$1 million which may be approved by the UM administration's Facilities Council.

Examples range from modifications to subdivide a space to renovating an entire office suite to support new/changed programs or equipment.

The FM services related to a campus project may include:

- a written detailed scope of work;
- a graphic layout/plan of the construction work;
- a conceptual budget will be provided if the user needs preliminary information for a decision to proceed (no fee charged, budget will be provided as a range);
- a detailed budget for the total project costs including design (if applicable), fees, contingency, design review, new construction/renovation, project management, construction inspection, life safety review, data/telecommunications, furniture/equipment, special cleaning and moving as appropriate. The cost for a detailed budget done by in-house staff is \$500; work associated with the detailed budget includes a line item estimate of costs for the scope of work, a space plan/layout for the area to be modified and a project schedule. Some detailed budgets may require specialized expertise of outside consultants at a cost of \$500 plus the cost of the outside consultant. If the project is implemented, the \$500 charge is applied to the total cost of the project.
- a proposed general schedule (duration in number of days/weeks/months) for the project;
- interaction with the O&M unit that will execute the work;
- authorization of funding (requires a detailed budget if campus funds are requested);
- design; A 4.5 percent fee will be applied to projects designed with outside firms. The cost of the design is in addition to the fee. A 10.5 percent fee will

be applied to projects designed by FM staff; and

- construction.

For campus projects costing more than \$100,000 that the customer requests partial funding, colleges/departments/divisions forward project requests through their Dean/Vice President to FAC (March). A detailed budget prepared by FP is required for all projects to be considered by FAC. The customer must get the Vice President's endorsement that the project is one that requires further investigation by FP and has a good chance of being implemented.

Campus projects funded by the customer or costing \$100,000 or less are routed on a RFMS form directly to FP. For fullest consideration, these requests must be submitted by January to be evaluated for construction implementation during the summer time period and October to be evaluated for construction implementation during the winter break.

A Project Manager in FP will be responsible for the project from idea generation (preparation of scope of work, budget and implementation schedule) through completion of design. The FP Project Manager will:

- meet with the customer to develop scope of work, budget and schedule. (If the customer is providing funds for the project and wants to bypass the need for a project budget, the customer must guarantee to cover the cost of all services. An outside architect/engineer is required to complete the functions

that a Project Manager would perform. Project approval by FP is required prior to implementation.

- obtain TFC input and approval for all projects involving teaching facilities and facilities actions that may affect teaching facilities.
- provide direction on the method for implementing construction and the project schedule.
- obtain the customer's and appropriate VP's agreement/signature on scope of work, budget and schedule.
- prepare the agenda item for the necessary approval authorities (e.g., FC, FIS, ADSB).
- notify the customer, service providers (Office of Information Technology, Department of Business Services, Building Services, etc.) and O&M of the action of the approval authority.
- implement appropriate architect/engineer selection process, if outside design services are required
- conduct a design initiation meeting with the customers and other university representatives as required.
- review requests and make a recommendation on scope additions/changes or quality upgrades.

A plant fund account will be established by the Comptroller's Office following project approval and funding authorization. Multi-year funding authorizations can be accommodated in plant fund accounts. All funds for project expenses managed by FM will be transferred to the plant fund account to which all project

expenses will be charged. Upon financial close-out of the project, unspent funds will be returned proportionately to the contributing units/sources.

Design Procedures

- The architectural firm/in-house design staff meets with customers and other university representatives (O&M and B&LS staff, TFC representative, Department of Environmental Safety Staff, etc.) to gather information and prepare a schematic design.
- The customer and others review and comment on the schematic design.
- The architectural firm/in-house design staff incorporates all appropriate review comments directed by UM and the schematic design is approved by FP and the customer.
- The customer and others review and comment on all subsequent design submissions which are dependent on the complexity of the project (design development, 50 percent construction documents, 95 percent construction documents and 100 percent construction documents).
- Each subsequent design submission is approved by FP and the customer.
- FP Project Manager provides written comment for conformance to project scope at each design submission.
- If the customer requests a scope change during design, the request must be reviewed by FP. A scope change is defined as an adjustment (additional work or quality upgrade) that will result in an increase to the project budget or the project square footage or changes to the approved room uses. Changes

requiring additional funding are funded either by the customer or require the customer to submit a supplemental funding request to be forwarded by FP to the approving authority. The FP Project Manager will make a recommendation to the approving authority and the customer of the action.

The construction phase of campus projects will be executed by O&M. The O&M Project Manager will be responsible for the project from the bidding phase through construction completion and financial close-out.

Construction Procedures

- Upon completion of design, the O&M Project Manager requests proposals from one of the construction vendors, requests the procurement office to bid the project or assigns the project to be executed by the In-house Construction unit.
- A contract for construction is awarded.
- O&M Project Manager works with the customers to establish the substantial completion date.
- If the customer requests a scope change during construction, the request must be reviewed by FP. The FP Project Manager will make a recommendation to the approving authority and the customer of the action.
- As the project progresses through construction, the contingency accounts are used to cover the cost of items not foreseen in the project scope at the time of approval. These items include latent conditions and design adjustments. The

construction contingency accounts are not to be used to fund scope changes. Scope changes, if desired by the customer, are funded by the customer or by allocation of supplemental funding by the approving authority.

- O&M Project Manager coordinates with the FM Move Coordinator and with the customer to ensure delivery and installation of furniture and other moveable equipment, voice and data services, moving services and keys are provided. The O&M Project Manager will coordinate the project schedule with other service providers (Office of Information Technology, Department of Business Services, Building Services, etc.) by making contact by phone or e-mail at the appropriate time for coordinated services. The customer must identify a departmental move coordinator to act as the on site contact for equipment, furniture, voice and data, signs, moving and keys for the project. The departmental move coordinator or other staff in the department will complete all necessary forms for voice and data, keys, moving, etc.
- Prior to occupancy, O&M Project Manager completes a site walk through of the project with the customer and FP. The O&M Project Manager generates a punch list of items, identifies warranty problems and develops a schedule to complete the project. O&M works with the customer to correct warranty problems.
- O&M Project Manager obtains signature of customer and O&M AD for Maintenance on letter of substantial completion acknowledging and accepting that all work has been done.
- Upon construction completion, the O&M Project Manager's goal is to financially close-out the project within 60 days.

f. Capital Projects

Capital Projects are those improvements for new facilities or major renovations that cost \$1M or more and require approval beyond the UM administration's Facilities Council (i.e., University System of Maryland Board of Regents and/or the Maryland State Legislature).

Budgeting

- Colleges/departments/divisions forward project requests through their Dean/Vice President to FAC (September). A detailed budget prepared by FP is required for all projects to be considered by FAC.
- A 3.75 percent fee will be applied to all capital project expenditures, regardless of fund source starting in FY 2001.
- FAC reviews all project requests and prepares a recommended 10-year Capital Improvement Program (CIP) (includes Capital Facilities Renewal funded projects over \$1M) and a recommended 10-year System Funded Construction Program (SFCP) (January).
- Facilities Council reviews and approves the 10-year CIP and 10-year SFCP (February/March).
- FP prepares the required documentation for the 10-year CIP and 10-year SFCP for submission to USMH (March).
- The University of Maryland Board of Regents recommends a five-year CIP and SFCP and provides funding authorization for the first year of the SFCP (June).

- Funds for projects in the first year of the five-year SFCP are available (July).
- The five-year CIP is submitted to the State Department of Budget and Management (DBM) (July).
- DBM recommends a five-year CIP to the Governor (November).
- The Governor's recommended five-year CIP is published (late January).
- The Maryland State Legislature approves funding for projects in the first year of the five-year CIP (April).
- Funds for projects in the first year of the five-year CIP are available (July).
- A plant fund account will be established by the Comptroller's Office following project approval and funding authorization. All funds will be transferred to the plant fund account to which all project expenses will be charged.

CIP Projects

- Following UM approval of the CIP request, FP initiates development of the Part I program to meet external deadline requirements.
- FP works with the customer to prepare a Part I program that justifies and describes the project including a room by room space list, special space requirements, site analysis and assessment of capital equipment that will be needed to support the project.
- FP obtains TFC input and approval for all projects involving teaching facilities and facilities actions that may affect teaching facilities.
- Facilities Council approves the Part I program executive summary which

includes the scope/overview, justification, space and population summaries, site and financial plans as appropriate.

- The Part I program is submitted to the USMH for submission to the state review agencies (DBM, and the Maryland Higher Education Commission - MHEC).
- The state review agencies prepare program comments and questions.
- FP prepares responses with input from the customers and others as needed.
- The state review agencies (DBM and MHEC) approve the Part I program.

- FP initiates development of the Part II program to meet external deadline requirements.
- FP works with the customer and others to prepare the Part II program that includes a detailed description of the scope of work (including a space requirement sheet for each room) and the scope of architectural/engineering services required. Any program changes must be approved by the Facilities Council, USMH, and the state review agencies.
- The Part II program is submitted to the USMH for submission to the state review agencies.
- The state review agencies prepare program comments and questions.
- FP prepares responses with input from the customers and others as needed.
- The state review agencies approve the Part II program.

SFCP Projects

- Following UM approval of the SFCP request, FP initiates development of the Part I program.
- FP works with the customers to prepare a Part I program that justifies and describes the project (including a room by room space list).
- FP obtains TFC input and approval for all projects involving teaching facilities and facilities actions that may affect teaching facilities.
- Facilities Council approves the Part I program executive summary which includes the scope/overview, justification, space and population summaries, site and financing plan, and approves proceeding with a Part II.
- FP works with the customers, AEC Project Manager, O&M Staff and others to prepare a Part II program.
- Any program changes must be approved by the Facilities Council and USMH.

Project Implementation

- Upon program and funding approval, AEC prepares an implementation plan designating the financial arrangements, schedule and construction methodology that the President submits to USMH.

Selection of Architectural Firm

- AEC prepares an A/E selection Request for Proposal (RFP).
- Upon program and funding approval, AEC submits the RFP to DPS to advertise for an architectural firm to design the project.

- Upon receipt of technical proposals, AEC chairs a committee to review proposals. AEC is the lead university representative, and requests participation from the customers and others. Through several steps, the committee rank orders the firms.
- AEC negotiates the fee with the top ranked firm. AEC requests input from the customers and others as needed.
- If the contract exceeds \$500,000, approval is required from the Board of Public Works (BPW).
- After appropriate approvals, AEC requests DPS to issue the design contract. Upon issuance, AEC administers the design contract.

Design

- Upon approval of the design contract, AEC conducts a design initiation meeting that will include FP, the customers and other university representatives.
- The architectural firm meets with customers and other university representatives to gather information and prepare a schematic design.
- The customer and others review and comment on the schematic design. AEC presents the schematic design to the Architectural Design Standards Board (ADSB) for review. ADSB provides a recommendation on the schematic design and design development submissions, and AEC presents the recommendations to Facilities Council for approval. AEC presents the schematic design submission to the State Architectural Review Board (ARB)

if required, for review and comment.

- The architectural firm incorporates all appropriate review comments of the design team directed by UM and the schematic design is approved by AEC and the customer.
- The customer and others review and comment on all subsequent design submissions (design development, 50 percent construction documents, 95 percent construction documents and 100 percent construction documents).
- Each subsequent design submission is approved by AEC and the customer.
- FP provides written comment for conformance to project scope at the final design submission.
- If the customer requests a scope change during design, the request must be approved by the Facilities Council. For CIP projects, program changes must be approved by the Facilities Council, USMH, and the state review agencies. For SFCP projects, program changes must be approved by the Facilities Council and USMH.
- Scope deletions that do not compromise standards/specifications must be approved by the Vice President for Administrative Affairs and university administration.

Construction

- Upon design completion and construction funding approval, AEC requests the DPS to bid the project.
- The project is awarded after BPW approval of the contract price.

- If the customer requests a scope change during construction, the request must be approved by the Facilities Council. For CIP projects, program changes must be approved by the Facilities Council, USMH, and the state review agencies. For SFCP projects, program changes must be approved by the Facilities Council and USMH.
- As the project progresses through design and construction, the contingency accounts are used to cover the cost of items not foreseen in the project scope at the time of approval. The contingency accounts are not to be used to fund scope additions/changes or quality upgrades. These situations, if desired by the customer, are funded by the customer or by allocation of supplemental funding by the approving authority.
- AEC works with the customer to establish the substantial completion date and develop a punch list. AEC coordinates with the customer to ensure delivery and installation of furniture and other moveable equipment, voice and data services, moving services and keys are provided. The customer must identify a move coordinator to act as the on site contact for equipment, voice and data, moving and keys for the project. The departmental move coordinator or other staff in the department will complete all necessary forms for voice and data, keys, moving, etc.
- After occupancy, AEC completes a site walk through of the project with the customer, FP and O&M to generate a punch list of items, identify warranty problems and develop a schedule to complete the project. AEC/O&M works with the customer to correct warranty problems. (Warranty periods extend

two years after substantial completion.)

Furnishings and Equipment

CIP Projects

- The state requires submission of a detailed capital and operating equipment list when the university is requesting construction funding. AEC initiates development of this list in time to meet this deadline. This comprehensive list contains every item of moveable equipment needed, along with its estimated price. It includes both capital equipment with a greater than 15-year life expectancy such as desks, chairs, tables, file cabinets, etc. and operating equipment with a less than 15-year life expectancy such as computers, copy machines, fax machines, A/V equipment, etc.
- AEC coordinates the submission of the list and requests input and information from the customers and others.
- The list is submitted to the state review agencies via USMH.
- AEC responds to state agency questions with input from the customers.
- The state approves the equipment list and the budget amounts.
- Upon funding authorization, AEC initiates requisitions for capital equipment.
- Customers and others prepare operating equipment specifications for requisitions, with AEC coordinating.
- DPS purchases the equipment.
- AEC coordinates with the customer, contractors and vendors to receive and

oversee equipment installation.

- AEC certifies receipt of equipment prior to any payment.

SFCP Projects

- The State does not require equipment lists for SFCP projects. However, AEC and the customer may determine that a list is needed in order to prioritize equipment purchases within the project budget and to provide information to the A/E during design. AEC coordinates the development of the list with input from the customers.
- Upon funding authorization, AEC initiates requisitions for equipment.
- Customers and others prepare equipment specifications for requisitions, with AEC coordinating.
- DPS purchases the equipment.
- AEC coordinates with the customer, contractors and vendors to receive and oversee equipment installation.
- AEC certifies receipt of payment prior to any payment.